

RESIDENTIAL BUILDING REQUIRED INSPECTIONS (ONE AND TWO FAMILY DWELLINGS)

All inspections must be performed by the City of Gaithersburg unless otherwise noted.
Inspection requests called in by 3:30 p.m., Monday through Friday, will be scheduled for the following business day.
Inspection Request Line Telephone Number: 301-258-6338

1. FOOTING INSPECTION

Before calling for an inspection, you must have obtained a certification of soil-bearing capacity from a Maryland Registered Structural Engineer registered with the City of Gaithersburg. Pentrometer or other approved method must be performed in the trench excavation.

Original soil borings are **not a certification of soil-bearing capacity**.

If copper water lines are not available at your project, your electrician must provide footer grounding for the electrical service.

Prior to pouring any concrete the City of Gaithersburg inspector will check dimensions (and reinforcement, if required), when called for inspection. Piers for garage grade beams must be inspected. This may be called as a separate inspection.

2. CONCRETE PORCH AND PATIOS

Concrete Porch and Patios are required to have foundations not less than that required for a one-story dwelling. These components must be inspected and certified by an independent structural engineer registered with the City of Gaithersburg.

3. LEADWALK INSPECTION

Walks from the house to the main public walk or driveway must be inspected and certified by an independent structural engineer registered with the City of Gaithersburg.

4. POURED CONCRETE WALL INSPECTION

Reinforcement for concrete walls, width, placement, etc., must be inspected and certified by an independent structural engineer registered with the City of Gaithersburg.

5. PUBLIC WALK INSPECTION

All public walks must be inspected by City of Gaithersburg prior to pouring concrete or placing brick.

6. APRONS AND DRIVEWAYS

All forms and subgrade must be inspected by City of Gaithersburg prior to placement.

7. BACKFILL INSPECTION

Concrete or masonry foundation wall shall be prepared for backfilling in accordance with 1995 CABO or with the approved plans and inspected by the City inspector before placement of any backfill material. Floor system or proper shoring shall be in place prior to approval of backfill (if applicable). A wall location survey shall be provided prior to backfill approval.

8. **SLAB INSPECTION**

Electrical conduit and WSSC ground works approval must be obtained before calling for slab inspection. Reinforcement, gravel, poly, expansion joints, etc., as required by the approved plans, must be installed before approval by the City of Gaithersburg prior to pouring any concrete.

Under no circumstances will concrete be poured until all concealed work is approved.

Once City approval has been granted for any concrete work, it must be poured within 24 hours. If not poured within 24 hours, the builder/developer will be responsible for re-calling the inspection.

10. **BUILDING CLOSE-IN INSPECTION**

The following inspections and approvals must be obtained before calling for this inspection:

- a. Sprinkler Hydro - Inspection by City of Gaithersburg.
- b. Rough Wire Electrical Inspection - Inspection by City of Gaithersburg.
- c. Plumbing Close-In Inspection and approval by WSSC (Washington Suburban Sanitary Commission)
- d. Rough Gas Inspection. All gas piping work must be inspected and approved by WSSC.
- e. The following certifications must be submitted to the City of Gaithersburg inspector at the time of the close-in inspection:
 1. Final typed, stamped structural certification of soil bearing capacity.
 2. Final typed, stamped structural certification of poured walls.
 3. Final typed, stamped structural certification of areaway concrete stairs, drains, etc.

All framing, firestopping, and trades must be complete.

Do not insulate before obtaining a building close-in approval.

Under no circumstances should the framing be covered without prior approval.

11. **HEARTH INSPECTION**

Inspected and certified by an independent structural engineer registered with the City of Gaithersburg.

12. **FIRST FLUE INSPECTION**

(Masonry Fireplace) First flue must be exposed, proper clearances obtained and throat parged smooth. Inspection by City of Gaithersburg.

Note: Prefab fireplace flues must be inspected before closing in shafts. This will be inspected during close-in inspection.

13. **FINAL BUILDING INSPECTION USE AND OCCUPANCY**

The following inspections and approvals must be obtained before calling for this inspection. All certifications and surveys shall be **original documents**. **Copies will not be accepted.**

- a. Inspections 1 through 12 above
- b. City of Gaithersburg final electrical approval
- c. Final plumbing and gas approval by WSSC
- d. City of Gaithersburg final approval on sprinkler system
- e. Permanent property line markers shall be installed. Use standard pipe markers where shown on record plat

- f. Submit a final house location survey showing all setbacks and yard restrictions to the inspector; survey should include decks, fences, etc.
- g. Hearth inspection certificate.
- h. Final typed, stamped structural certification of porch and patio reinforcement, etc.
- i. Final typed, stamped structural certification of leadwalk subgrade forms, etc.

All drywall, carpet, fireplaces, doors, windows, screens, trim, paint, stairs, handrails, appliances, etc., shall be installed, positive drainage provided, and yards stabilized before final approval can be obtained.

Use and occupancy without City of Gaithersburg approval will be declared a violation of City Code and will result in municipal infractions and a cease and deposit order being issued.

GENERAL PROVISIONS FOR CONTRACTORS TO FOLLOW DURING CONSTRUCTION:

1. All inspection requests should be made at least 24 hours in advance.
2. An approved set of plans shall be kept on the job at all times.
3. No trash or debris may be burned or buried on the job site without prior approval. The job site must be kept clean of trash and debris, and a dumpster shall be kept on the job site and hauled away as necessary.
4. All existing streets must be kept clean of mud daily.
5. In the event that it becomes dry and dusty during the period of construction, all delivery roads and/or roads used by heavy equipment must be watered.
6. Sanitary facilities shall be provided and maintained on the job site.
7. All sediment control devices must be maintained for the duration of the project (i.e., fences, retaining ponds, dikes, berms, etc.)
8. Address numbers shall be marked on each lot or building and be visible from the street. Lot numbers will not be accepted.
9. Fire department/emergency equipment access shall be maintained at all times once combustible construction has started.
10. City Noise Ordinance: Hours for construction are - Weekdays 7 a.m. till 9 p.m. Weekends and holidays 9 a.m. till 9 p.m.

If the job is not ready for inspection when the inspector arrives, fees will be assessed. If the job is ready but does not comply with code, you will be informed as to what needs to be corrected for compliance, and there will be no charge for reinspection. If the job still is not in compliance upon reinspection, there will be a fee charged for the inspector to return. The reinspection fee is \$50.00, which must be paid before any approvals will be given. These provisions are not intended to be conclusive, but to serve as a guide to the contractor.

If you should have any questions, please contact the City of Gaithersburg Planning and Code Administration at 301-258-6330.